

MINUTES OF THE ORGANIZATIONAL MEETING OF THE BOARD OF TRUSTEES OF THE BATTLE RIVER REGIONAL DIVISION #31, HELD ON AUGUST 27TH, 2014, COMMENCING AT 9:00 A.M.

PRESENT

TRACEY BOAST RADLEY
SUSAN CHROMIK
NORMAN ERICKSON
REBECCA HEIBERG
JUDITH MAZANKOWSKI
KENDALL SEVERSON
LORRIE SITLER
LAURIE SKORI

ABSENT

ALSO PRESENT

JAMIE MCNAMARA, Acting Superintendent of Schools
RITA MARLER, Deputy Superintendent
RAY BOSH, Assistant Superintendent – Student Services
IMOGENE WALSH, Assistant Superintendent - Business
BRETT HUCULAK, Division Principal
DIANE HUTCHINSON, Communications Officer
SHIRLEY FAIRALL, Recording Secretary

I WALSH IN THE CHAIR

CALL TO ORDER

Assistant Superintendent Walsh called the meeting to order at 9:00 a.m.

APPROVAL OF AGENDA

#103\14 J MAZANKOWSKI – That the Board of Trustees approve the agenda of the Organizational Meeting as presented.

CARRIED

METHOD OF VOTING

#104\14 R HEIBERG – That, in the event an election is required to fill various positions or offices, voting be conducted by secret ballot until a simple majority is determined.

CARRIED

TERM OF OFFICE

#105\14 N ERICKSON – That the term of office for Chair, Vice-Chair and all committee positions be held until the Organizational Meeting of the Trustees in 2015.

CARRIED

ELECTION OF BOARD CHAIR

Assistant Superintendent Walsh called for nominations for the position of Board Chair.

Trustee Skori nominated Trustee Severson.

Ms Walsh called twice for further nominations. There were no further nominations.

#106\14 S CHROMIK – That nominations cease.

CARRIED

Trustee Severson was declared elected by acclamation as Board Chair.

OATH OF OFFICE FOR BOARD CHAIR

Ms Walsh administered the oath of office for Board Chair to Trustee Severson. The Oath of Office is attached to and forms a part of these minutes.

Mr Severson assumed the chair.

ELECTION OF BOARD VICE-CHAIR

Chair Severson called for nominations for the position of Board Vice-Chair.

Trustee Chromik nominated Trustee Sitler.

Chair Severson called twice for further nominations. There were no further nominations.

#107\14 T BOAST RADLEY - That nominations cease.

CARRIED

Trustee Sitler was declared elected by acclamation as Vice Chair.

OATH OF OFFICE FOR BOARD VICE CHAIR

Ms Walsh administered the oath of office for Board Vice Chair to Trustee Sitler. The Oath of Office is attached to and forms a part of these minutes.

MOTION TO DESTROY BALLOTS

#108\14 T BOAST RADLEY – That the secret voting ballots be destroyed.

CARRIED

WELCOME AND MESSAGE TO TRUSTEES

Mr Jamie McNamara congratulated Chair Severson and Vice Chair Sitler, and welcomed all Trustees to the start of the 2014 – 2015 School Year.

SIGNING AUTHORITY

Bank Accounts

#109\14 T BOAST RADLEY - That, in addition to the Chairman or Vice-Chairman, the Superintendent of Schools, the Assistant Superintendent of Schools – Student Services, and the Assistant Superintendent - Business be granted signing authority for all Division bank accounts.

CARRIED

Funding and Grant Applications

#110\14 J MAZANKOWSKI - That signing authorities for grant applications be any one of the following persons: Superintendent of Schools, Assistant Superintendent of Schools – Student Services, Assistant Superintendent – Instruction, or Assistant Superintendent – Business.

CARRIED

School Division Contracts

- #111\14 N ERICKSON - That signing authorities for School Division contracts be any one of the following persons: the Chairman, Superintendent of Schools, Assistant Superintendent of Schools – Student Services, Assistant Superintendent – Instruction, or Assistant Superintendent – Business.

CARRIED

BORROWING RESOLUTION

- #112\14 J MAZANKOWSKI - That whereas it is necessary for the purposes of the Board to borrow money or obtain other financial assistance on the credit of the Board from time to time from one of the chartered banks of Canada:

THEREFORE, BE IT ENACTED by the Board of Trustees of the Battle River Regional Division #31, as a resolution thereof:

1. That the Officers of the Board (Chairman, Vice-Chairman, Superintendent of Schools and the Assistant Superintendent - Business) of the Battle River Regional Division #31 be hereby authorized to borrow monies or obtain other financial assistance from time to time from the Bank of Montreal (the "Bank") (including without limitation through the issuance of bills of exchange drawn by the Board and accepted by the Bank) upon the credit of the Board in such amounts as they deem proper and by way of overdraft or otherwise.

2. That any promissory notes, bills of exchange or other negotiable paper (including renewals thereof in whole or in part) signed on behalf of the Board by the officers of the Board authorized from time to time to sign negotiable instruments on its behalf and granted to or accepted by the Bank for monies borrowed and interest thereon as may be agreed upon or other financial assistance obtained from the Bank shall be binding upon the Board.

3. That the Officers may from time to time, if they see fit to do so, grant securities by way of mortgage, hypothecation, pledge or otherwise covering all or any of the property and assets of the Board present and future as security for all or any monies borrowed by the Board from the Bank or any other liability of the Board to the Bank, and any such mortgage, hypothecation, pledge, or other security shall be valid and binding upon the Board if signed by any of the officers authorized to sign negotiable instruments on the Board's behalf.

4. All contracts, deeds, grants, assurances and documents reasonably required by the Bank or its Counsel for all or any of the purposes aforesaid shall be executed and carried into effect by the proper officers of the Board (and when necessary the seal of the Board shall be affixed thereto).

5. This resolution, when sanctioned by the Board, shall be irrevocable until a resolution repealing this resolution shall have been confirmed or sanctioned by the Board and a copy thereof duly certified (under the seal of the Board) delivered to the Bank, and meanwhile all the powers and authorities hereby conferred shall continue in force.

CARRIED

BORROWING MOTION

#113\14 S CHROMIK - That the Board may borrow from time to time from the Bank of Montreal, sum(s) up to but not exceeding \$1,200,000 (\$1,000,000 line of credit and \$200,000 Purchasing Card) which the Board deems necessary to expend to meet the current expenditures and obligations of the Board, and to pay or agree to pay interest thereon, or on so much thereof as remains from time to time unpaid.

CARRIED

TAPING OF MEETINGS

#114\14 R HEIBERG - That the regular meetings of the Board of Trustees be taped to assist the recording secretary in the preparation of accurate minutes, and further that when the minutes of a particular meeting have been approved, the tapes be erased.

CARRIED

NOTES FROM IN-CAMERA SESSION

#115\14 T BOAST RADLEY - That notes with respect to in-camera sessions of the Board not be kept.

CARRIED

MEETING DATES

#116\14 R HEIBERG - That the regular meetings of the Board of Trustees be held on the second Thursday of each month, and that the fourth Thursday be either a continuation of the Regular Meeting, if needed, or Committee meetings.

CARRIED

COMMENCEMENT AND COMPLETION TIME FOR MEETINGS OF THE BOARD OF TRUSTEES

#117\14 J MAZANKOWSKI - That, with respect to the meetings of the Board of Trustees, the commencement time be 9:00 a.m. and the completion time be 4:30 p.m., and further that if any meeting is to continue past the above-noted finish time, a motion to do so must be passed by a majority of the Trustees present.

CARRIED

MEETING RECESS

The Organizational Meeting of the Board of Trustees recessed at 9:37 a.m. and reconvened at 9:56 a.m..

ESTABLISHMENT OF STANDING COMMITTEES

#118\14 L SITLER – That the Board establishes the following committees:

Board Committee of the Whole
Audit Committee
Executive Committee
Negotiating Committee – Alberta Teachers' Association Local 32
Negotiating Committee – Union Caretakers and Bus Drivers
Policy Development/Review Committee
Student Affairs Committee
Community Engagement Committee.

CARRIED

AUTHORITY OF STUDENT AFFAIRS COMMITTEE

#119\14 L SITLER - That the Student Affairs Committee be empowered to act on behalf of the entire Board in all matters pertaining to Student Affairs.

CARRIED

ELECTION OF TRUSTEES TO STANDING COMMITTEES

#120\14 R HEIBERG – That the memberships on the Board Standing Committees will be as follows:

Board Committee of the Whole

All Trustees

Audit Committee

Chair Severson, Trustee Chromik, Trustee Skori

Executive Committee

Chair Severson and Vice Chair Sitler

Negotiating Committee - ATA

Vice Chair Sitler, Trustee Chromik, Trustee Erickson
Trustee Mazankowski (Alternate)

Negotiating Committee - Union Caretakers and Bus Drivers

Trustee Erickson, Trustee Heiberg
Trustee Boast Radley (Alternate)

Policy Development \ Review Committee

Trustee Boast Radley, Trustee Chromik, Trustee Skori

Student Affairs Committee

Chair Severson, Vice Chair Sitler, Trustee Mazankowski
Trustee Erickson (Alternate), Trustee Heiberg (Alternate)

Community Engagement Committee

Vice Chair Sitler, Trustee Boast Radley, Trustee Mazankowski, Trustee Skori.

CARRIED

BOARD REPRESENTATION ON EXTERNAL COMMITTEES

#121\14 T BOAST RADLEY – That the Board of Trustees will have representation on the following external committees as listed:

ASBA Zone 4

Trustee Mazankowski
Trustee Heiberg (Alternate)

ASBA Second Languages Task Caucus

Trustee Boast Radley

Canadian Parents for French

Trustee Erickson

Camrose and Area Alcohol and Drug Response Task Force

Vice Chair Sitler

Community Adult Learning Council (Within Battle River School Division Boundaries)

Trustee Heiberg
Trustee Skori (Alternate)

C2 Committee

Trustee Erickson.

CARRIED

BOARD REPRESENTATION ON AD HOC COMMITTEES

#122\14 T BOAST RADLEY – That the Board of Trustees will have representation on the following ad hoc committees as listed:

Bashaw Planning Committee

Chair Severson

Healthy Schools Advisory Committee

Trustee Mazankowski
Trustee Chromik (Alternate)

CHAMP Planning Committee

Trustee Mazankowski
Vice Chair Sitler (Alternate).

CARRIED

POLICY 7, SCHEDULE B

Trustees directed Ms Walsh, Assistant Superintendent – Business, to review Policy 7 Schedule B and provide an update to Trustees at a Regular Board Meeting.

BOARD ANNUAL WORK PLAN

Trustees determined by consensus that the Board Annual Work Plan would be reviewed at every regular meeting throughout the 2014 – 2015 school year.

ADJOURNMENT

All items of business being completed and there being no dissent, Chair Severson adjourned the meeting at 10:33 a.m.

KENDALL SEVERSON, CHAIR

IMOGENE WALSH, ASSISTANT SUPERINTENDENT - BUSINESS

TABLE OF CONTENTS

CALL TO ORDER.....1

APPROVAL OF AGENDA1

METHOD OF VOTING2

TERM OF OFFICE.....2

ELECTION OF BOARD CHAIR.....2

OATH OF OFFICE FOR BOARD CHAIR.....2

ELECTION OF BOARD VICE-CHAIR.....2

OATH OF OFFICE FOR BOARD VICE CHAIR3

MOTION TO DESTROY BALLOTS3

SIGNING AUTHORITY3

 FUNDING AND GRANT APPLICATIONS3

 SCHOOL DIVISION CONTRACTS4

BORROWING RESOLUTION4

BORROWING MOTION5

TAPING OF MEETINGS.....5

NOTES FROM IN-CAMERA SESSION5

MEETING DATES.....5

COMMENCEMENT AND COMPLETION TIME FOR MEETINGS OF THE BOARD OF TRUSTEES.....5

ESTABLISHMENT OF STANDING COMMITTEES6

AUTHORITY OF STUDENT AFFAIRS COMMITTEE6

ELECTION OF TRUSTEES TO STANDING COMMITTEES6

BOARD REPRESENTATION ON EXERNAL COMMITTEES.....7

BOARD REPRESENTATION ON AD HOC COMMITTEES8

POLICY 7, SCHEDULE B8

BOARD ANNUAL WORK PLAN8